

# EMAIL

## Using Macintosh MAIL Preferences



**In ACCOUNTS you set up and manage any email accounts you have.**

Add new accounts by clicking on the +

The 'General' tab of the Mail Preferences window shows settings for the default email reader (Mail 5.3), check for new messages (Every 5 minutes), new messages sound (Sosumi), dock unread count (Inbox Only), add invitations to iCal (Never), downloads folder (Desktop), remove unedited downloads (After Message is Deleted), and if outgoing server is unavailable (Show a list of alternate servers). It also includes checkboxes for 'When searching all mailboxes, include results from:' (Trash, Junk, Encrypted Messages).

The 'Accounts' window shows a list of accounts: Big Pond (Big Pond POP), Gmail (Google IMAP), MJF webpage (POP), and DSJC (POP). The 'Mailbox Behaviors' tab for the 'Big Pond' account shows settings for account type, description, email address, full name, incoming mail server, user name, password, outgoing mail server (SMTP), and TLS certificate.

The 'Mailbox Behaviors' tab for the 'Big Pond' account shows settings for notes, sent messages, junk messages, and trash. It includes checkboxes for 'Show notes in Inbox', 'Delete sent messages when:', 'Delete junk messages when:', and 'Move deleted messages to the Trash mailbox'. It also includes a dropdown for 'Permanently erase deleted messages when:'.

## MAILBOX BEHAVIOURS

The 'Advanced' tab for the 'Big Pond' account shows settings for enabling the account, including it when automatically checking for new messages, and removing the copy from the server after retrieving a message. It also includes a prompt to skip messages over a certain size and a section for advanced options like port, SSL, and authentication.

# ADVANCED

Check when you want the Message removed from the server

This can be important as, if you NEVER remove messages from the server eventually you will run out of space and your email will be blocked. Once you have the message on your computer there is really no need to keep a copy on the remote server (ie your Internet Provider)